



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	7-29-2002
Subchapter:	1	Forms	
Issuance:	21.38	P&P Form 21-38, Receipt of Request for an Office of Administrative Law (OAL) Hearing	

Click here to view, print or complete the CP&P Form [21-38](#), Receipt of Request for an Office of Administrative Law (OAL) Hearing, on-line.

Instructions 3-11-2002

PURPOSE AND USE

The purpose of this form is to advise an appellant:

- The Administrative Review Officer (ARO) is in receipt of the appellant's request for an OAL hearing to appeal a finding of substantiated child abuse/neglect (or any other issue eligible for an OAL hearing)
- The Division may and, upon written request, shall release child abuse/neglect records and reports to any person appealing a Division status action or substantiated finding of child abuse/neglect. See N.J.S.A. 9:6-8.10a, b(12);
- To complete the CP&P Form [21-39](#), Request for an OAL Hearing Form; and
- The Administrative Law Judge (ALJ) makes a recommended decision to the CP&P Director after the hearing and the Director makes the final agency decision.

INSTRUCTIONS FOR COMPLETING THE FORM

The ARO prepares the CP&P Form 21-38 using the on-line form in the computerized Forms Manual. For help completing this form using the computer, see "General Instructions for Completing a Form On-Line," in the "Introduction" section, at the beginning of the on-line Forms Manual.

The ARO completes the form as indicated below:

1. Enter the name, address and telephone number of the Area Office/Central Office unit in the letterhead section of the form.
2. Enter the date the letter is being prepared, the appellant's name and address, the hearing number directly after the letters "RE," and the appellant's name directly after the word "Dear" in the opening section of the letter.
3. Prepare the first paragraph as follows:
 - Enter the name of the Area Office/Central Office unit;
 - Enter the date of the appellant's request;
 - Select "finding of substantiated child abuse/neglect" or "a status issue," as appropriate;
 - Select "finding" or "decision," as appropriate;
 - Enter the name of the Local Office/Institutional Abuse Investigation Unit (IAIU) or select Office of Licensing;
 - Select "a protective service investigation" or specify any other status issue eligible for an OAL hearing.
1. Enter his/her name and title in the closing section of the letter.
2. Print the letter using official agency letterhead.
3. Sign the letter, attach a blank CP&P Form [21-39](#), Request for an OAL Hearing Form, and send both documents to the appellant within 10 business days of receiving the request.

DISTRIBUTION

Original	-	Appellant
Copy	-	Case record